

**Design Studio Manager**

Mather & Co is a multi-disciplinary design studio specialising in the creation of exhibitions, museums, visitor attractions and interior spaces. We work across a number of sectors including heritage, sports, culture and commercial. Our team includes specialists in 3D design, graphic design, content development and build.

We are a small, close-knit team, but work with some of the biggest exhibition projects in the world. Our methods are always friendly and collaborative – and we promote a fun, happy office where everyone is valued.

Due to some recent high-profile client wins and an overall studio expansion, we are looking to recruit a highly experienced Design Studio Manager, with a hands-on working style and a willingness to get stuck in.

Every day can be different. You will be responsible for providing overall leadership for the daily operations of our Design Studio. From dealing with resourcing projects and organising creative workshops to client meetings and design management, you’ll be juggling multiple exhibition projects, client requests and deadlines - so managing workflow and resource will be key to success.

Confident in voicing opinions and pro-active in raising ideas that can improve our work, you’ll have excellent organisational skills, a proven leadership track record and the ability to work on your own initiative, but also be able to cope with competing demands, often in a fast-paced environment.

You’ll also be someone that cares about the mentoring, training and development of people, stepping in to assist and support team-members when required. You will lead by example, offering advice over a cup of tea and supporting the wellbeing of the office.

As a service business, we recognise that we are only as good as the people we hire. In addition to a competitive salary, we offer a collaborative working environment where success is recognised and rewarded, and full training and ongoing support is provided to help you develop your skills and career with us. Plus, we’re sociable in and out of work, whether that be our regular pub visits, competitive bake offs, or social outings - there’s always something going on.

If you think you’d like to join the Mather family, please send your CV and a short cover letter outlining why to Sarah Clarke, Managing Director at sarah@matherandco.com

**Role Outline**

**Hours**: Full-time, Mon-Fri

**Contract:** Permanent (with 6 months’ probation period)

**Holidays:** 28 days (including bank holidays)

Responsibilities:

**STUDIO MANAGEMENT**

* Managing daily/ weekly workloads across the studio and the future planning of the projects with the Studio Directors.
* Organising and leading the weekly project team catch-up.
* Preparing and keeping up-to-date the live Design Studio resource schedule.
* Supporting the Office Administrative Assistant with the Design Studio calendar.
* Briefing and distributing the workload to in-house designers and freelancers.
* Ensuring Design Studio projects meet deadlines and contractual obligations, are resourced sufficiently and meet budget requirements.
* Assisting with general studio management, holidays, sick leave and any practical issues that arise for the Design Studio.
* Driving the implementation of systems and processes within the Design Studio to further improve efficiency, profitability, job flow and output; developing new ideas and strategies for improving agency efficiency and client servicing.
* Managing the efficient archiving and storage of core project information on the shared storage platform and ensuring our data protection obligations are met.
* Supporting the Marketing and PR Officer with general Design Studio marketing; ensuring project information is supplied for the website, social media and other platforms.
* Supporting the CEO, Directors and Marketing and PR Officer on finding new business, tendering and pitching/ interviews where required; representing the business at external events.
* Management of the training log; organising the ongoing training of team-members as and when required in all areas of the business.
* Management and regular review of studio policy documents with Directors.
* Management of suppliers and all stocks needed for the day to day running of the office
* Mentoring the design team in their daily duties and providing a supportive environment of learning, development and encouragement for all.
* Envision and drive a positive company culture by running studio activities and initiatives.

**PROJECT MANAGEMENT**

* Taking responsibility for the management of individual design projects, including taking briefs, keeping clients up to date with the progress of projects, project managing the creative development from concept to delivery, and presentations where required at key stages of the process.
* Working on multiple design projects across the design portfolio, assisting in the smooth delivery of each.
* Undertaking training where required to carry out duties.

Person Specification:

As the ideal candidate you will be:

**Essential**

* An excellent proven creative project manager with experience of the day-to-day running of a fast-paced Design Studio, managing a team of designers and a wide portfolio of creative projects.
* Able to manage, delegate projects and coordinate workflow.
* Experienced in preparing and maintaining programmes, schedules, budgets and other project management documents.
* Able to work to tight deadlines and excellent attention to detail.
* Able to use your analytical, administrative and organisational skills to juggle workloads or move between projects.
* A flexible and pro-active problem-solver, with the ability to multi-task, step in and prioritise when there are competing demands.
* Self-motivated, well organised and able to manage your time and workload effectively.
* Able to work in a small team and collaborate with external creatives, freelancers, consultants and clients.
* An incredibly positive and friendly person, and passionate about what we do.
* Confident and able to communicate effectively with staff at all levels – both written and verbal.
* Experienced in managing clients and relationships and representing the business externally to prospective parties.
* A competent user of Microsoft Office packages including Word, Excel, Project. Proficiency in InDesign, Photoshop and other design packages would be advantageous.

**Desirable**

* Project Management qualification, or equivalent experience.
* Experience in exhibition, museum or interior design project management.